

SUNFLOWER COMMUNITY ASSOCIATION

PROCEDURE FOR NON-CATERED FOOD EVENTS

- A non-catered food event is defined as:

An event which members of the Sunflower Community Association bring in food prepared in their home. (IE Pot Luck)

An event which a food items are dropped off for consumption at the event. (IE Pizza) No additional professional serves provided.

An event where members of the Sunflower Community Association picks up the food from a licensed food service establishment.

These events are hosted by members of the Sunflower Community Association and are open to Association members only.

- The individual hosting the event must rent the facility for \$1.00 and follow the application requirements (available at the front desk). The fee includes one advertisement in the Sun Catcher with a limit of 100 words.
- There will be no extra charge for member only events exceeding the three hour limit.
- No staff can be involved in the event unless they are not on duty and are working as a volunteer.
- Any tickets sold or sign up must be done by the host or volunteer assisting the host.
- Members hosting these events are encouraged to review policies 3.06, Bulletin Board Policy and 6.01, Facility Rental Policy.
- It is recommended that the host secure additional insurance for the event.